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Appendix E

Instructions for Completing DA Form 5888

E-1. Part A

The MPD or PSB representative will enter and authenticate soldier/family member data in consultation with the soldier. Family members will not be screened unless Part A is completed and authenticated by the MPD or PSB representative.

E-2. Part B

a. Part B will only be completed by an Army medical treatment facility EFMP practitioner. When the EFMP medical practitioner is other than a physician, it will be authenticated by the Army MTF EFMP physician.

b. The soldier or spouse will contact the nearest Army MTF EFMP case coordinator prior to screening regardless of whether it is being conducted at that MTF, another Department of Defense (DOD) MTF or by a civilian physician. The contact with the Army MTF EFMP case coordinator does not need to be in person if that MTF is not within 60 miles driving distance. The screening requirements appear below.

(1) If the nearest Army MTF is within 60 miles or one hour's driving distance (at 55 miles per hour), the EFMP case coordinator will make an appointment for the soldier's family member at that facility.

(a) The physician or medical practitioner under the supervision of a physician will in the presence of the soldier and/or spouse screen the military medical treatment facility and civilian medical records of all family members in addition to ensuring that all family members 72 months of age and under are seen for a physical examination and developmental screening.

(b) Developmental screening will include, at a minimum, use of the Preschool Developmental Questionnaire (PDQ). If the child does not pass the PDQ, the full Denver Developmental Screening Test will be administered.

(c) Physical examination and/or developmental screening may be waived by a physician or a medical practitioner under the supervision of a physician when there is sufficient recent justification of normal physical examination and developmental screen. The physician or medical practitioner under the supervision of a physician will so annotate the SF 600.

(d) A physical examination will be required for family members over 72 months of age in the absence of sufficient medical data on which to base a decision about enrollment.

(e) If no medical or developmental problems are identified, the physician or medical practitioner under the supervision of a physician will check enrollment not warranted in block 9a of DA Form 5888.

(f) If a family member requires further evaluation for possible enrollment, the physician or medical practitioner under the supervision of a physician will complete DA Form 5862. When the family member is a school-age child, personnel at the child's school will complete the DA Form 5291. During summer months when school personnel are not available, the DA Form 5291 will be completed by a physician or a medical practitioner under the supervision of a physician and the child's parents. If the child has an IEP, a copy will be attached to the DA Form 5291. Upon completion of the DA Form 5862 and DA Form 5291 (if needed), the physician or medical practitioner under the supervision of a physician will check either enrollment not warranted or consideration for enrollment warranted on DA Form 5888.

(g) If a family member is already enrolled in EFMP at the time of screening, the physician or medical practitioner under the supervision of a physician will indicate whether there has been a substantial change in severity of condition and related medical needs since enrollment. If there has been a substantial change, a new DA Form 5862 and DA Form 5291 (if needed) will be completed. A new DA Form 5291 will also be completed if the Army EFMP Educational Summary is older than one year at time of screening. The date the DA Form 5862 and DA Form 5291 is sent for coding will be noted in block 9c of DA Form 5888.

(h) The Army medical treatment facility EFMP physician will ensure that DA Form 5888 is properly signed and copies of DA Form 5862 and DA Form 5291 (if needed) are attached to the DA Form 5888 when enrollment is warranted or there has been a substantial change since enrollment.

(2) If there is no Army MTF within 60 miles or one hour's driving distance, but there is another DOD MTF within that radius, the nearest Army MTF EFMP case coordinator will provide forms and guidance to the family member as if they are utilizing a physician in the civilian community. The soldier or spouse will make arrangements to complete deployment screening at the DOD MTF and return all appropriate documentation to the Army MTF EFMP case coordinator.

(3) If there is neither an Army MTF nor another DOD MTF located within 60 miles or one hour's driving distance, screening may be performed by the family member's physician in the civilian community using procedures in paragraph (2) above.